NN/LM ESSENTIAL DOCLINE: A REVIEW

REQUESTS

- The <u>Requests</u> module is the part of DOCLINE where the borrowing and lending is actually done.
- There are five menu choices Borrow, Lend, Receipt, Reports, and Status/Cancel.



BORROWING

 Under Borrow there is a submenu of ways to borrow – PubMed, UniqueKey, LOCATORplus, Manual, Transfer and Requestor.



UNIQUEKEY

- The most common method of borrowing is UniqueKey.
- In the Search PubMed section up to 11 Unique Identifiers (UIDs) can be entered in the search box.

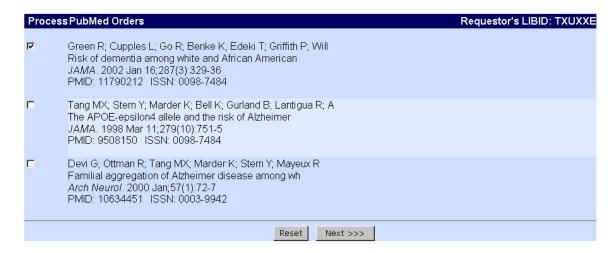


- The Search LOCATORplus section allows you to enter one Key NLM Unique ID, ISSN, ISBN, OCLC, or Journal Title Abbrev.
- The system actually searches in LOCATORplus.

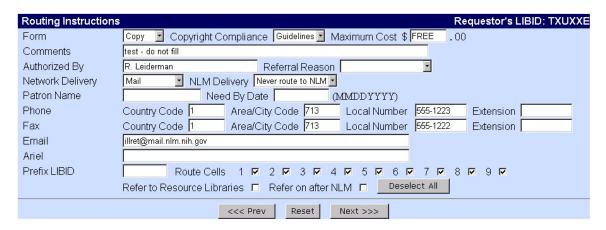


Processing Requests

- The procedure for Processing Requests is similar in throughout all of the Borrow methods.
- The Process PubMed Orders screen lists the citations you wish to borrow.
- By clicking on Next, you will process all the citations at once.
- The check boxes next to each citation, allows you to process the requests separately.



 Routing Instructions takes the default information from the Routing Profile created in DOCUSER. It may be adjusted at this time.



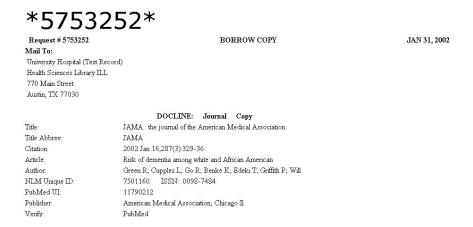
- An option on this screen is the Prefix LIBID.
- The system allows you to send the request directly to one library.
- You may type in the LIBID.



• After finishing the instructions, click on Next. You get the DOCLINE Request page, which gives the request number and location the request was sent to.



By clicking on Full Display you can view or print the entire request.



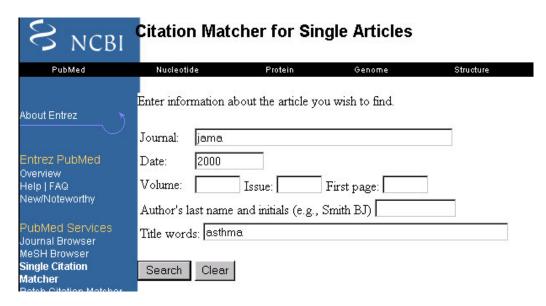
 By clicking on Return, you come back to the Process PubMed Orders screen and can continue to process the other requests.

PUBMED

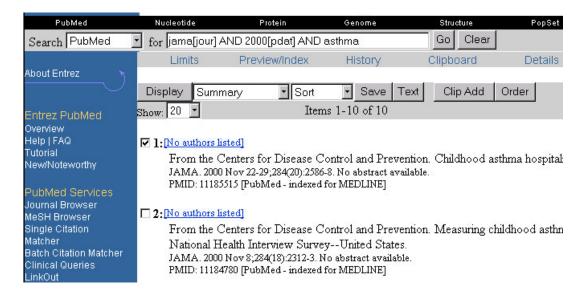
 PubMed is embedded in DOCLINE and can be used for those requests without a UID.



For best results, switch to Single Citation Matcher in PubMed.



• To select the correct citation, check the box next to it, click order.



The processing is the same as with UniqueKey.

LOCATOR*PLUS*

- Like PubMed, LOCATORplus is embedded in DOCLINE.
- Search LOCATOR plus, when the article request is not found in PubMed.
- **Notice** that the DOCLINE Ordering Information button is in red. This means no data has been captured to return to DOCLINE.



 Once the correct item is found, click on the DOCLINE Order button that is now in blue. The data has been captured at this point.



You return to the Citation Input screen.

MANUAL

- The Manual borrow should only be used as a last resort.
- All the information will need to be manually input and the routing will be on the M/A/N Map.
- NOTE: Manual requests can be categorized as either a Monograph or Journal.

